Wyższa Szkoła Przedsiębiorczości i Administracji w Lublinie NR ALBUMU **………………..**
20-150 Lublin, ul. Bursaki 12
 tel. 81 452 94 10, fax. 81 452 94 13
e-mail: rekrutacja@wspa.pl

# PODANIE

##  (application)

Proszę o przyjęcie mnie na studia II stopnia

na Wydział Nauk

kierunek **,** w systemie **stacjonarnym**

na rok akademicki: **2020/2021**, semestr: **zimowy/letni**
I am hereby asking for admission

in full time studies in …………………………………. program

in the academic year 2020/2021, winter/summer semester

PESEL …………………………..

## KWESTIONARIUSZ OSOBOWY (personal questionnaire)

|  |  |
| --- | --- |
| Nazwisko (surname)  | Imiona (names)  |
| Płeć (gender)  | Data urodzenia (date of birth)  |
| Kraj urodzenia (country of birth) | Miejsce urodzenia (place of birth)  |
| Imiona rodziców (parents name)  | Obywatelstwo (citizenship)  |
| Narodowość (nationality)  | **Paszport** seria i numer (number of passport)  |
| Kraj wydania (country of issue)  | Data ważności (date of expiry)  |
| Siedziba Konsulatu RP (Embassy of applying for a visa) |

**DANE PERSONALNE**(personal data)

**DANE KONTAKTOWE**

(contact details)

**ADRES ZAMELDOWANIA ADRES DO KORESPONDENCJI**

 (permanent adress) (correspondence adress)

|  |  |
| --- | --- |
| Ulica (street)  | Ulica (street) |
| Dom (house number) mieszkanie (apartment number)  | Dom (house number) mieszkanie (apartment number)  |
| Kod (postcode) miasto/wieś (city/village) | Kod (postcode) miasto/wieś (city/village) |
| Miejscowość (city/town/village)  | Miejscowość (city/town/village)  |
| Kraj (country)  | Kraj (country)  |
| Telefon (phone number)  | e-mail  |

**WYKSZTAŁCENIE**

|  |
| --- |
| Pełna nazwa ukończonej szkoły (school of graduation full name) |
| Miejscowość (city/town/village)  |
| Państwo (country)  |
| Nr świadectwa (number of secondary school leaving certificate) |
| Data wydania (date of issue) |

 **(**education information)

|  |
| --- |
| Nazwa ukończonej uczelni (Attended college / university) |
| Miejscowość (city/town/village)  | Nr dyplomu (Number of Diploma)   |
| Wydział (faculty)  | Data ukończenia (Date of graduation) |
| Kierunek (program)  | Tytuł zawodowy (Type of awarded degree) |

*Prawdziwość danych zawartych w podaniu oraz kwestionariuszu osobowym potwierdzam własnoręcznym podpisem*

*(I confirm the authenticity of the data contained in the application and the personal questionnaire by my signature)*

 Data (date) ……….............................. Czytelny podpis kandydata (candidate's signature) ……….....................

|  |  |
| --- | --- |
| **Do podania załączam (attachments):** | **Właściwe zaznaczyć** (tick the appropriate) |
| Oryginał świadectwa dojrzałości opatrzony apostille (Original secondary school leaving certificate with apostille) |  |
| Oryginał tłumaczenia świadectwa dojrzałości na język polski lub angielski(Original certified translation of secondary school leaving certificate into Polish or English) |  |
| Kserokopię paszportu zagranicznego (Copy of passport) |  |
| Aktualne orzeczenie lekarskie o braku przeciwwskazań do studiowania(Medical certificate stating that there are no contraindications against undertaking studies) |  |
| Certyfikat lub dokument potwierdzający znajomość języka angielskiego(Certificate of English language proficiency or any other document confirming your knowledge of English) |  |
| Dyplom ukończenia studiów wyższych wraz z suplementem opatrzony apostille (Original or a certified copy of the undergraduate diploma, with a certified translation into Polish/English) |  |

 ***Oświadczam, że zapoznałem/łam się z treścią Regulaminu Studiów Wyższej Szkoły Przedsiębiorczości
 i Administracji w Lublinie.***

 *(I declare that I have read the Regulations of Studies at the University College of Entreprise and Administration in Lublin)*

**Authorisation to process personal data**

 I hereby give consent for my personal data to be processed by **The College of Enterprise and Administration in Lublin with seat
in 20-150 Lublin ul. Bursaki 12** in order to conduct a recruitment process.

 I also declare that I provide you with my personal data completely voluntarily. I was informed about of my right to access these data and possibility to correct them, and also about the right to withdraw the authorization to process these data subject to the College is not bound to process personal data, which results from generally applicable law.

 ………………………………………………………………..

 (date, candidate's signature)

**INFORMATIVE CLAUSE CONCERNING DATA COLLECTION IN RECRUITMENT PROCESS**

 In accordance to Article 13(1) of the Regulation (EU) 2016/679 of the European Parliament and Council of 27 April 2016 on the protection
of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) of 27 April 2016 I wish to inform that:

1. Your personal data administrator is The College of Enterprise and Administration in Lublin with seat in 20 – 150 Lublin ul. Bursaki 12*;*
2. data protection supervisor in The College of Enterprise and Administration in Lublin is Mrs Renata Sołtys, e-mail iodo@wspa.pl;
3. Your personal data will be processed in order to carry out a recruitment process point (a, b, f) of Article 6(1) of Regulation 2016/679 of the European Parliament and Council;
4. The College of Enterprise and Administration in Lublin with seat in 20 – 150 Lublin ul. Bursaki 12 will be processing the following elements
of personal data: a) name/s and surname, maiden name; b) date and place of birth; c) father's and mother's name; d) passport, number and
series, country of issue, expiry date; e) permanent adress, telephone number, e-mail; e) correspondence adress; f) nationality, citizenship;
g) passport, number and series, expiry date; h) high school i) secondary school leaving certificate number, date of issue.
5. Your personal data will not be transferred to other entities and institutions;
6. Your personal data will not be transferred to a third country/international organization;
7. Your personal data will be stored until the end of the recruitment process;
8. You are entitled to access the content of your data and their correction, transfer, notifying objection, deletion, limitation of processing, withdrawal of approval in any moment without an impact on compliance with processing right (if processing takes place according to an approval), which was made according to an approval before its withdrawal;
9. You are entitled to lodge a complaint to the President of National Data Protection Agency ul. Stawki 2, 00-193 Warszawa, when You consider the data processing related to You violating the provisions of General Data Protection Regulation of 27 April 2016;
10. providing Your personal data is a condition of the initiation of a recruitment process in The College of Enterprise and Administration in Lublin. You are obliged to provide them, otherwise the recruitment process in The College of Enterprise and Administration in Lublin will be suspended;
11. Your data will not be processed in an automated process including profiling.

 I have read the informative clause

 ………………………………………………………………..

 (date, candidate's signature)